

Turnitin Unisa Student Guidelines

(Applicable to courses on myModules, myExams and mySBL)

The aim of using Turnitin is to verify the originality of submission content. Students are expected to produce original work which conveys content with their own interpretations, rather than solely relying on the thoughts and ideas of others, or artificially generated content. Turnitin serves to encourage academic integrity and supports institutional policy, procedure and institutional guidelines in respect of academic conduct.

1 Important considerations/rules for Turnitin enabled submissions:

- 1.1 Turnitin is integrated with the myModules, myExams and mySBL platforms, and reports will generate automatically for student submissions, when it is required for a specific submission (assignment, assessment, examination, etc.)

NOTE: Submit work ONLY within the formal UNISA platforms.

- 1.2 Students **must accept the Turnitin EULA** (End User License Agreement) when it is requested on the different platforms.

For this submission to be sent to Turnitin, you must accept the [Turnitin End User Licence Agreement](#).

I accept the Turnitin EULA

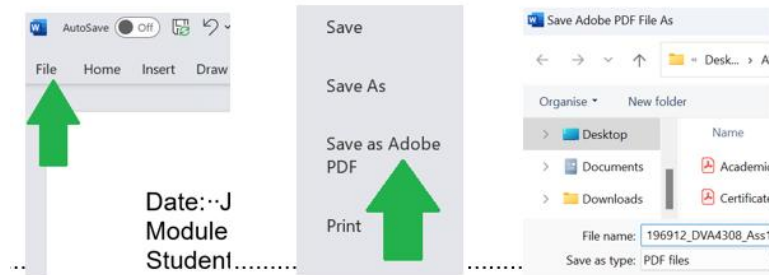
- 1.3 When the Turnitin EULA was accepted, acknowledgement would be displayed.

Thank you for accepting the new Turnitin EULA. All future submissions will now be sent to Turnitin for processing.

or

You have already accepted the latest Turnitin EULA.

- 1.4 Submissions **will not be marked** for students who have not accepted the Turnitin EULA.
- 1.5 **Late submissions are NOT permitted** for Turnitin enabled submissions.
- 1.6 Students must ensure they adhere to the **specific submission instructions** related to file requirements.
- 1.7 Turnitin enabled submissions only allow for MS Word documents (file extension .docx) or **MS Word documents saved by Adobe PDF** into PDF documents, with **true and selectable text** content.

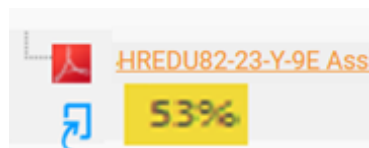


NOTE: Students must follow module specific requirements/assessment instructions.

- 1.8 **Turnitin reports will not be generated** for scanned, handwritten, corrupt, password or otherwise protected submissions. In such cases, the University will regard the student as having failed to comply with file requirements for Turnitin processing, and a mark of 0% will be awarded for the submission.

2 Formative Assessment (Assignment) submissions: [myModules & mySBL](#)

- 2.1 Turnitin reports are ready when the Similarity Index (%) is attached to the submission. The reports can be opened by clicking on the Similarity Index (%).

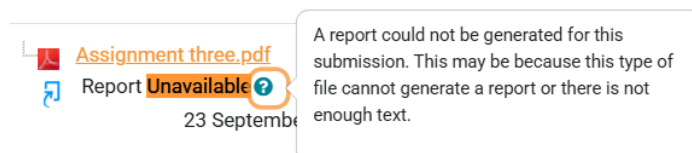


- 2.2 **Students should NOT attempt** to reload files when the Turnitin status indicates **queued or pending**



NOTE: These submissions are still being processed and will complete within 48 hours after the submission was received by Turnitin.

When **Turnitin reports are unavailable**, click on the Turnitin Notice (blue encircled question mark) for further details.



NOTE: This is due to non-compliance with file requirements, and the student may reload an appropriately prepared file for this submission before due date.

- 2.4 Students have **three (3) attempts for their submissions before** the due date.

- 2.5 Students have to **allow sufficient time** for Turnitin reports to be generated for the first and second drafts of their submissions to avoid missing out on the opportunity to view the Turnitin reports before the final submission.

NOTE: There is a 48-hour turnaround time for each report to be generated.

- 2.6 Students must plan for unforeseen circumstances such as power outages or other technical difficulties.

NOTE: Avoid waiting until the last minute to make submissions.

- 2.7 The third and **last submitted file received from** the student will be considered as the final version and it will be used to conduct a final Turnitin check for purposes of marking/grading.

3 Turnitin report findings

- 3.1 The similarity report reveals matching text found in student submissions with content available on a vast array of databases.

- 3.2 Content matches are specific instances of text similar or the same, as text available in online sources.

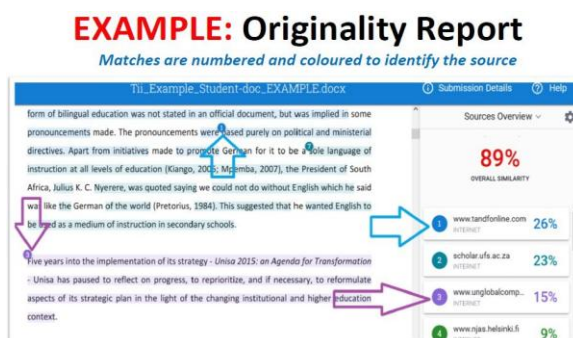
- 3.3 The extent of matching text is indicated by an index of similarity, shown as a percentage.

NOTE: The percentage indicates non-original content, NOT plagiarism.

- 3.4 There is NO “acceptable percentage” and all reports are to be reviewed by the lecturer or supervisor.

NOTE: Whilst the similarity index (%) might be low, it does not mean that academic misconduct (like plagiarism, cheating or ghost writing) may not exist in a student's submission, thus students should take care in ensuring submissions of their own original work.

- 3.5 The Individual Source matches in the similarity report are differentiated through the use of colour.



Each portion of matching text in the submission is highlighted in the colour of the source to which it is similar. In the above example, 26% of the text in the submission is similar to the source numbered 1. Notice that the number 1 appears on a blue circle, and the percentage (26%) also appears in blue. The text on the left-hand side is the student submission. The text in the student submission that matches source number 1, is highlighted in blue.

3.6 As a rule of thumb, **the individual source matches** in student submissions need to be less than 5% per source. By selecting a source on the similarity report, students can see which text matches were found for a particular source. Note the following:

- a) A student may not over utilise one specific source, even with due credit to the source. The determination of fair usage will be discipline (and/or publication) specific.
- b) Anticipated matches like subject terminology or commonly used phrases are often matched to previously submitted works on Turnitin and shall be reviewed in respect of the expectations and instructions for the submission.

3.7 Originality reports are analysed by the lecturer/marker/supervisor/examiner to determine if academic misconduct occurred, whether inadvertently or with intent.

3.8 After reviewing the originality and integrity report findings through Turnitin, students may be subjected to disciplinary proceedings should there be identification of potential academic integrity contraventions. Additional information can be found here [Unisa Student Policies-&-Rules](#)

4 Improving subsequent submissions

4.1 The Turnitin report is a very useful educational tool from which students can learn a great deal about their own writing. Turnitin will generate a maximum of three reports for formative assessments. The first and second reports are interim (before the due date) and can be used to improve the student's writing before submitting the final version of the assessment. The third Turnitin report is generated on the due date and will be used as part of the grading process by the lecturer or supervisor.

4.2 Highlighted text (a sequence of words) that matches a source exactly, should be checked by the student to determine whether quotations are required. If it is indeed intended to be a quotation, the student must ensure that it complies with the

prescriptions for either integrated quotations or stand-alone quotations. If it is not intended to be a quotation, the student should consider paraphrasing it using their own words (online paraphrasing tools should not be used.) and acknowledging the source, since the idea is not original to the student.

- 4.3 Whenever a section of text that shows a high similarity with an individual source, students can improve the scientific and academic value of their submission by integrating other sources dealing with the same matter. For example, student may, for instance, include pinpoint citations to different sources expressing the same idea, and then also refer to any other differing or opposing viewpoints, again adding pinpoint citations. This would enrich student work by highlighting the variety of existing viewpoints. Student focus should be on giving their own interpretation of the study/research done rather than merely attempt reducing the similarity index.

5 Summative Assessment (Examination) submissions: [myExams](#)

- 5.1 Some modules may enable Turnitin for examinations on the **myExams** platform.
- 5.2 Turnitin reports will be generated after an examination closes. Students do not have access to Turnitin reports on the myExams platform.
- 5.3 **Turnitin reports will not be generated** for scanned, handwritten, corrupt, password or otherwise protected submissions. In such cases, the University will regard the student as having failed to comply with file requirements for Turnitin processing, and a mark of 0% will be awarded for the submission.

[myModules](#)

- 5.4 Off-timetable summative assessments are conducted on the **myModules** platform. Students must refer to their module sites for further instructions.

6 Turnitin support

- 6.1. Turnitin originality report findings in respect of academic content need to be followed-up with the lecturer or supervisor.

NOTE: myUnisa Turnitin training and FAQ lists can be found here [Unisa Turnitin Training](#)

6.2 Technical problems related to Turnitin processing can be reported to the Unisa Turnitin Desk at turnitin@unisa.ac.za

NOTE: Always include student number, module code (with group number, if applicable) and the submission option (assessment or task number) in the subject line.
